

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota }
County of Kanabec }
Office of the County Coordinator

March 23, 2011

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, March 23, 2011 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Kevin Troupe, and Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the agenda as amended: Add letter to Tony Lourey.

Action #2 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the March 9, 2011 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #3 – 03/23/11

Flood Relief

WHEREAS the County Emergency Management Director has been asked if he would be willing and able to be part of a response team to support flood relief throughout Minnesota if called upon;

BE IT RESOLVED to authorize Emergency Management Director Lowell Sedlacek to volunteer to be part of the Minnesota flood relief response team.

Action #4 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #4 - 03/23/2011

Transit Claims

WHEREAS the Transit uses volunteer drivers for many public purposes, and

WHEREAS these drivers are reimbursed for incurred expenses in accordance with County Policy and public law, and

WHEREAS the Transit Department Manager recommends approval of these claims;

BE IT RESOLVED to approve the following driver expense claims for reimbursement, all of which are properly documented:

	AMOUNT
Barb Hood	\$ 704.89
Betty Geisthardt	\$ 207.06
Bill Hood	\$ 698.82
Bob Hoefert	\$1,370.52
Gary Nelson	\$ 975.55
Jean Newgard	\$ 678.22
Jennifer Leerssen	\$ 659.43
Jerry Nelson	\$ 178.50
Joy Morrell	\$ 600.78
Judy Colburn	\$ 569.16
Karen Luberda	\$ 104.30
Linda Nelson	\$ 847.99
Marge Tadych	\$ 94.15
Millie Laska	\$ 629.31
Ray Zamora	\$ 643.81
Rollie Pieper	\$ 832.57
Ronette Nelson	\$ 847.00
Sy Tadych	\$ 980.86
Ted Lindgren	\$ 396.69
Willard Landreville	\$ 708.79
Total for Volunteer Drivers	\$12,728.40

Action #5 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following paid bills:

Vendor	Amount
Ann Lake Twp	4,683.79
Arthur Twp	21,021.83
Brunswick Twp	14,849.22
City of Milaca	33.03
Comfort Twp	10,576.08
Ford Twp	4,124.81
Frontier	205.00
Grass Lake Twp	12,962.76
Great America Leasing	999.00
Guptil, Mackenzie	221.00

Haybrook Twp	3,037.73
Health Partners	3,333.54
Hillman Twp	5,689.79
Hinckley News	8.75
Holiday Credit Office	14,617.83
Jones, Lisa	671.50
Kanabec Co Aud/Tres	300.00
Kanabec Co Auditor	39,690.00
Kanabec Co Public Health	118,181.19
Kanabec Publications	10.91
Kanabec Twp	8,766.13
Knife Lake Twp	11,894.03
Kroschel Twp	5,500.63
MN Dept of Finance	8,286.50
MN Energy Resources Corp	9,960.75
MN Mutual Life Ins	181.51
Mora Municipal Utilities	14,348.83
Mora Psychological	1,562.50
Office of Enterprise Technology	600.00
Peace Twp	13,642.01
Pine Co Health & Human Services	114,886.11
Quill	304.00
Resource Training & Solutions	88,002.00
Southfork Twp	10,022.85
Sprint	220.88
TDS Metrocom	320.22
Tessneer Law Office	34.00
The Hartford	1,629.55
US Cable	553.94
Verizon Wireless	1,421.28
Whited Twp	7,851.91
Windstream Northstar	1,741.77
Total	<u>556,949.16</u>

Action #6 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the claims on the funds indicated:

Revenue Fund

VENDOR	AMOUNT
Accurate Controls	230.33
Ace Hardware	22.55
Ace Hardware	41.65

Ace Hardware	13.88
Akkerman-Ingebrand Funeral Home	300.00
Allina Health Systems	100.00
American Solutions for Business	452.18
Amundson, Pauline	15.81
Anoka Co Juvenile Center	208.00
Arrowwood Resort	227.84
Arrowwood Resort	194.63
Auto Value Mora	1,437.47
A'viands, LLC	5,338.16
BLI Lighting	19.05
Bread N' Honey	134.00
Brunswick Heating	192.50
Burke Engineering	217.10
CDW Government	154.21
CDW Government	10.60
CIMA	370.27
Consulting Radiologists	325.00
Dalco	196.62
Deaton's Mailing Systems	468.01
Deyta, LLC	90.00
Dictation Products	42.95
Don's Auto & Towing	358.03
Federated Coop	712.00
First Light Health System	2,090.00
First Light Health System	634.18
Five County Mental Health	840.00
Grainger	16.36
Grainger	11.47
Granite City Jobbing	40.79
GreatAmerica Leasing Corp	281.57
Hasler	1,500.52
Hirschfield's	63.33
Hoff, Kimberlee	65.25
Hoglund Bus & Truck Co	271.17
Horizon Towing	267.19
Hy-Tech Auto of Princeton	2,385.95
Image Office Service	82.77
Industrial Health Services Network	159.00
Ivans	60.92
Juettner Marketing	1,240.00
July Business Services	2,622.00
Kanabec Co Hwy Dept	81.72

Kanabec Co Hwy Dept	97.88
Kanabec Co Hwy Dept	22.12
Kanabec Co Hwy Dept	54.67
Kanabec Co Public Health	1,128.63
Kanabec County	792.96
Keeps	196.94
Keeps	239.25
Keith's Towing	250.00
Larson Allen	645.00
Larson Allen	100.00
Lewis, Gwen	17.34
Mattson Electric	120.00
McGee MD, Michael	500.00
MN Human Services	153.54
MN Monitoring	14.00
MN Network of Hospice	225.00
MN Sheriff's Assn	525.00
MN State Auditor	552.00
Moore Medical	144.23
Mora Area Chamber of Commerce	100.00
Nelson, Joanne	5.03
Oak Gallery	9.71
Office Depot	59.73
Office Depot	40.51
Office Depot	59.98
Office Depot	121.85
Office Depot	69.68
Office Depot	58.29
Office Depot	4.92
PD's Ebroidery	20.00
Pieper, Rollie	24.99
Printing Services	88.71
Ramsey County	1,400.00
Regions Hospital	190.00
RS Eden	67.50
SOTA	54.46
Stellar Services	322.43
Streichers	18.16
Suite Hotel	276.96
Teal's Market	43.52
Tiger Direct	1,135.89
Tiger Direct	380.00
West Payment Center	645.50

West Payment Center	181.67
Total	35,745.08

Action #7 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the Chairperson to sign a letter to Senator Tony Lourey thanking him for supporting S.F. No. 866 which promotes Kanabec County’s and South Country Health Alliance’s efforts to provide cost effective quality health care.

Environmental Services Director Teresa Bearce met with the County Board to discuss matters concerning her office.

The board discussed Ordinance #4 – Subdivision Platting Ordinance. No formal action was taken.

Action #8 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #8 - 03/23/11
Electronics Recycling Grant

WHEREAS the East Central Waste Commission is applying for a grant for electronic waste collection for areas outside the eleven county metro area, and

WHEREAS the grant will allow the East Central Waste facility to collect electronics at a reduced cost to households in Kanabec, Mille Lacs and Pine Counties;

BE IT RESOLVED that the Kanabec County Board of Commissioners support the application for the grant and agree to be listed as a partnering county.

Action #9 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to recess the board meeting at 10:05am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **10:05am** on Wednesday, March 23, 2011 pursuant to public notice with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Health Board agenda.

Action #PH10 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the Public Health Board Agenda as presented.

Action #PH11 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #PH11 – 03/23/11

Amendment to CASASTART Contract Resolution

WHEREAS, the resignation of the CASASTART staff has made it impractical to continue the program in the Mora Schools; and

WHEREAS, the Public Health Director, the Alcohol, Tobacco, and Other Drug (ATOD) coordinator and the grant consultants from the Department of Human Services have coordinated to bring CASASTART in the Mora High School to an early completion on March 31, 2011.

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approve an amendment to the CASASTART contract to discontinue the program in the Mora Schools on March 31, 2011, reducing payments through the same time period.

Action #12 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to adjourn the Public Health Board at 10:15am to meet in regular session on Wednesday, April 13, 2011 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

Action #13 – It was moved by Kim Smith, seconded by Kathi Ellis, and carried unanimously to recess the board meeting at 10:16am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **10:16am** on Wednesday, March 23, 2011 pursuant to adjournment with the following Board Members present: Kathi Ellis, Kim Smith, Les Nielsen and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

Action #HS14 - It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the Human Service Board agenda as presented.

Action #HS15 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #HS15 – 03/23/11

State of Minnesota-Kanabec County Joint Powers Resolution

WHEREAS, under Minn. Stat §471.59, subd.10, the State is empowered to engage such assistance as deemed necessary; and

WHEREAS, the State is in need of the services of a person qualified to perform the statutory duties of a court visitor; and

WHEREAS, Kanabec County Family Services has a person qualified to perform the duties of a court visitor.

THEREFORE BE IT RESOLVED to approve Kanabec County Family Services Agency entering into a Joint Powers Agreement with the State of Minnesota to perform the duties of court visitor for persons who are the subject of a guardianship petition with the court.

Action #HS16 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #HS16 – 03/23/11
Scanning Project

WHEREAS Human Services has been working on a project scanning client files for the past year, and

WHEREAS Home Health Aides/Homemakers have been helping with the phone responsibilities while clerical staff have been working on this project, and

WHEREAS this project is not yet completed and Home Health Aides/Homemakers are willing to continue to help with the phone responsibilities,

BE IT RESOLVED to approve Health and Human Services Director Wendy Thompson to spend up to \$20,000 from welfare reserves to finish this project.

Action #HS17 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve payment of 146 claims totaling \$261,299,22 on Welfare Funds.

Action #HS18 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to adjourn the Human Service Board at 10:55am to meet again on Wednesday, April 27, 2011 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

10:55am - The Chairperson then called for public comment three times. None responded.

10:57am - The Chairperson closed public comment.

Health & Human Services Director Wendy Thompson met with the County Board to discuss matters concerning the Transit Department.

Action #19 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to change the Transit full time bus drivers to 35-40 hours per week effective March 26, 2011.

Action #20 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #20 – 03/23/11

Position Vacancy

WHEREAS there is a vacancy in the position of full time Transit Dispatcher, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the Transit Director and the County Personnel Director to hire two Part Time Dispatchers to refill the vacant position at Step A, Range 5 of the pay plan which is \$13.49 per hour or the rate set by rule for internal promotion, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

Jail Administrator Joanne Nelson met with the County Board to discuss matters concerning the jail.

Action #21 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve a contract with Advanced Correctional Healthcare for providing health care services for inmates at the jail. This contract approval is contingent upon approval of the County Attorney.

Action #22 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to grant permission to the Sheriff's Office to apply for any grants to help with the costs of updated jail software for the Sheriff's Office.

County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

Action #23 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #23 – 03/23/11

SP 33-612-012 Final Payment

WHEREAS Project SP 33-612-012 on CSAH No. 12 from CSAH No. 4 to TH No. 23 has in all things been completed and the County Board being fully advised in the premises,

BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Kanabec and authorize final payment to Knife River Corporation in the amount of \$31,261.96

Action #24 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #24 – 03/23/11

SP 33-070-002 Chevron Sign Installation Project

WHEREAS Kanabec County has received a Highway Safety Improvement Program (HSIP) grant for the installation of chevron signs on 16 curves in the amount of \$43,450.00, and

WHEREAS the County Board wishes to proceed with the construction of project SP 33-070-002, and

WHEREAS plans, specifications, and proposals have been prepared for this project,

BE IT RESOLVED to authorize the County Engineer to advertise for bids for project SP 033-070-002.

Action #25 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #25 - 03/23/11

Unleaded Gasoline

WHEREAS the following quotes were received for unleaded gasoline:

Federated Coop:	\$3.15
Eggens Direct Service:	\$3.2363

WHEREAS the quote of \$3.15 per gallon provided by Federated Coop was the low quote.

BE IT RESOLVED to accept the low quote of \$3.15 provided by Federated Coop.

Action #26 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #26 - 03/23/11

Appointment

WHEREAS the County Engineer's term does expire April 30, 2011, and

WHEREAS the County Board of each Minnesota County is required to appoint and employ a County Engineer, and

WHEREAS Gregory Nikodym has met all the qualifications of appointment as specified in M.S. §163.07, and

BE IT RESOLVED to confirm that the board does reappoint Gregory A. Nikodym as County Engineer for a four-year term commencing May 1, 2011 and ending April 30, 2015.

Action #27 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve a contract with the City of Mora for lawn mowing services for 2011.

Action #28 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #28 – 03/23/11

Approve Job Description and Refer for Reevaluation

WHEREAS the Health and Human Services Director has requested a review of the Fiscal Supervisor job, and

WHEREAS the County Coordinator has submitted an updated job description and position questionnaire, and

WHEREAS the board has examined and evaluated the updated information, and

WHEREAS the board finds that the updates do constitute changes in the actual duties of the job;

BE IT RESOLVED to approve the revised job description, and

BE IT FURTHER RESOLVED that it is the decision of the board that the changes in the Fiscal Supervisor job are sufficient to warrant further review by the salary consultant.

Commissioners gave reports on the activities of the Boards and Committees in which they participate.

Action #29 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to adjourn at 1:10pm and meet in regular session on Wednesday, April 13, 2011.

Signed

Chairperson of the Kanabec County Board of Commissioners,
Kanabec County, Minnesota

Attest:

Board Clerk